Travel and Expense Reimbursement

Allocating Expenses as a Cost Approver

1. Receive Email Notification
   - Cost approvers receive email notifications when expense reports are submitted for their approval, and have 13 days to take action on a report before it is returned to the user.
   - Click the link in the email to log into Concur to allocate and approve the report.

2. Go to Required Approvals
   There are several ways to go to your required approvals from the home page:
   - Click **Required Approvals** in the Quick Task Bar or in My Tasks.
   - Click **Approvals** in the top menu bar.

3. Review Reports Pending Approval
   - Select a report pending approval, Click on the report name to open it.
   - Review the report header and confirm the funding source:
     - At the top of the report, click **Details**, then click **Report Header**.
     - Confirm that the **Funding Account Source** is correct. If not, change it then click **Save** (Figure 1).
   - Review exceptions for errors on the report:
     - If an error needs to be corrected by the user, at the top click **Send Back to User**.
     - Yellow exceptions appear as informational warnings on the report, and may have no action that is required. These will not prevent you from approving the report (Figure 2).
   - **Verify Expenses Are Fully Allocated**
     Before you click **Approve** on a report, verify that all expenses are fully allocated.

4. Allocate All Expenses
   - To allocate a single expense, click on the expense to open it, then click the **Allocate** button.
   - To allocate multiple expenses, at the top of the report click **Details**, then click **Allocations**.
   - Select the checkboxes for all desired expenses, then click **Allocate Selected Expenses**.
   - Using the **Allocate By** dropdown, choose to allocate by **Percentage** or **Amount** (Figure 3).
   - In the **Percentage/Amount** field, you can split the transaction by typing in a value, or by clicking **Add New Allocation**. This allows you to allocate the transaction to multiple accounts.

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Allocating Expenses as a Cost Approver—Continued

4. Allocate All Expenses — Continued

- In the Approver field, type the last name of the account approver and select it from the dropdown menu.
- In the Funding Source field, select from the dropdown menu.
- In the Entity field, select from the dropdown menu.
- In the Account field, select from the dropdown menu.
- When finished, verify that the expense is 100% allocated (Figure 4).

- Click Save, then click Done.
- Repeat for each expense until all expenses are fully allocated.

5. Verify Expenses Are Fully Allocated

- When finished, verify that all expenses are fully allocated:
  - At the top of the report, click Details, then click Allocations.
  - Click the Summary button.
  - On the Allocation Summary, verify that the Approver, Funding Source, Entity and Account fields are complete for all expenses (Figure 5).

6. Approve, Forward or Return Report

When you are finished reviewing and allocating the report, at the top choose one of the following options:

- **Send Back to User** — send the report back to the user if it requires correction. As a cost approver, you cannot modify expense reports. In the comment field, provide a clear explanation of the problem, then click OK.

- **Approve** — approve the report for reimbursement if it has been completed correctly and if all expenses are fully allocated. Read the Final Confirmation statement and click to Accept or Decline.

- **Approve & Forward** — approve and forward the report to another cost approver if it requires additional allocation. In the search bar, enter the additional cost approver’s Last Name or Email Address. Select their name and enter a comment. Click Approve & Forward. Read the Final Confirmation statement and click to Accept or Decline.

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